

A Regular Meeting/Closed Session of the Durham County Board of Health, held July 13, 2000, with the following members present:

William H. Burch, Chairman, Ellen Reckhow, Ruth Smullin,

Dr. Philip McHugh, William Small, Dr. Michael Royster.

Excused Absence: Charles Chapman, Craig Morgan, and Dr. William

Bordley. Unexcused Absence: Dr. Sydney Rose.

CALL TO ORDER. Mr. Burch, Chairman, called the Regular Meeting to order.

APPROVAL OF MINUTES. The following correction was made to the minutes of June 8th on Page 4 and paragraph two. The sentence should read, *The children attending schools located so far away from the center of the city must ride the bus home and do not have the same opportunity to participate in after school physical activities as the children who live in close proximity to the schools.*

Mr. William Small made a motion to approve the minutes of June 8, 2000 as edited. Dr. McHugh seconded the motion and it was unanimously approved.

FY 2000-2001 CPT FEE SCHEDULE. The Health Director said the Durham County Health Department is converting its billing format from ICD9 to CPT format. Medicaid and the State Health Department have mandated this conversion and it is scheduled to take effect July 1.

Under the current Medicaid ICD9 payment system the Health Department is paid a bundled rate for a patient visit for a majority of services provided to Medicaid eligible clients. The visit can involve anything from a simple screening visit to comprehensive treatment of an identified condition or any number of combinations of services. For example, in the Dental Clinic we are paid \$100 for a patient visit regardless of the number of services delivered to the patient. Providing a fluoride treatment results in the same \$100 reimbursement as filling 3 cavities.

Under the CPT payment system, Medicaid will pay the Health Department on a fee for service basis for all services provided to eligible clients. The FY 2000-2001 CPT Fee Schedule is the result of unbundling our clinical services. Our proposal is to establish our fees at a rate 25% above the published Medicaid reimbursement rate. Our Medicaid Cost Recovery consultant from the State Health Department advised the Health Department that setting fees at 125% of Medicaid's fees would result in a recovery of approximately the same reimbursement level we currently receive. Setting our fees at 125% of Medicaid's fees will also result in reimbursement from other payers, such as NC HealthChoice for Children, at a level sufficient to recover our costs.

The Health Department has a legal obligation to charge our clients for services delivered to non-Medicaid covered clients if we are billing Medicaid for the same services. The only exceptions to this requirement are mandated services associated with the STD and TB Clinics. The Health Department is forbidden by NC Statute to charge individuals for

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these services but we are allowed to bill Medicaid if the services are provided to a covered client.

The Board of Health approved a sliding fee payment schedule for clients whose incomes are between 100% and 250% of the federal poverty level (attached). Our non-Medicaid clients will be asked to pay for a portion of the services they receive. The payment amount requested is determined by where their income falls along the sliding fee scale continuum.

Under no circumstances will our clients be turned away or refused services because they are unable or unwilling to make a payment. The Health Department does send bills to non-Medicaid and non-Medicare clients on a monthly basis. Balances on these accounts are maintained for a period of two years before they are written off. The Health Department does not and will not refer any of our accounts to any collection or credit agency.

Mrs. Reckhow made a motion to approve the FY 2000-2001 CPT Fee Schedule. Dr. McHugh seconded the motion and it was approved with no dissenting votes.

HEALTH DIRECTOR REPORT. Mr. Letourneau introduced Marcia Walker who was selected to fill the Local Health Administrator I position that was vacated by Dr. Christopher Burr.

The Board and the staff congratulated Marcia who is a long term Health Department employee on her promotion and wished her great success in her new position.

HEALTH EDUCATION DIVISION

Communicable Diseases

- On June 8, a reporter from POZ magazine interviewed Kat Turner and Tim Moore for an article about Project StraightTalk's Barber and Beautician STD/HIV Peer Education Program. Kat and Tim Moore also shared our project training manual and resource guide with a health care agency in Kalamazoo, Michigan who read about barber and beautician training on the AP news wire.
- Project StraightTalk staffed an information table with STD/HIV educational materials and prevention methods at the NC Gay Pride Festival on June 10.
- Project StraightTalk was selected by the HIV/STD Prevention and Care Branch to pilot the new evaluation tool for prevention activities throughout the state. The entire team attended the Branch's group initial site visit on June 12 to learn about the state's new fiscal and evaluation expectations, the role of the site monitor, and innovative icebreakers.
- The first annual Kaleidoscope Peer Educators' graduation was held for the 10 peer educators who completed the program on June 14 at South Square Mall. The peer educators made thoughtful speeches about their participation in Kaleidoscope, and Constance Copeland narrated a slideshow presentation of the year's activities.

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- Carlotta Lee and Tim Moore conducted an STD/HIV session at Guess Road Prison on June 15. Constance presented on STDs and relationships for the MLK Leadership Summer Institute at NCCU on June 16. She also presented on sexual decision-making and STD/HIV facts for the Durham Youth Enrichment Program on June 17.
- Constance Copeland attended the National Peer Helping Conference in Boston on June 21-26, which covered curriculum development, different types of peer helping programs, the NPHA Code of Ethics for Peer Helpers, and Peer-Helping Professional and NPHA Programmatic Standards.
- Kat Turner, Constance Copeland, and Carlotta Lee presented sexual decision-making and safer sex to Common Ground, a group of developmentally disabled adults.
- Kat Turner presented “STDs and HIV/AIDS in Durham” at the Asbury Temple United Methodist Church.
- For National HIV Testing Day, Project StraightTalk and agency partners reached 747 people with STD/HIV information and prevention methods and tested 16 people for syphilis and HIV at the Few Gardens and Fayetteville Street public housing communities.
- Project StraightTalk piloted social marketing materials developed by the American Social Health Association for the Syphilis Elimination Project.

Health Promotion and Wellness

- Health Promotion & Wellness now offers three different levels of CPR classes. Originally it was planned to offer one CPR class per month. Willa Robinson taught 7 CPR classes during June, a significant increase from previous months attributable to increasing demand for the service. Willa Robinson also has been trained through the American Heart Association as an Automated Early Defibrillator (AED) instructor and hopes to offer the training to the community in August.
- Willa Robinson & Joanie Hoggard were featured on the Durham County Government show this month. They discussed community programs offered by the Health Promotion & Wellness program.
- Health Promotion & Wellness conducted sixteen educational sessions to the community during the month of June.
- Aimee LaFrance represented the Health Department at the “Be Active North Carolina” Kick Off event that was held in Cary on June 21, 2000.

Family Connections

- The Teen Outreach Project held its second Advisory Board Meeting on June 8. Board members received copies of the annual report. Board members volunteered to visit school sites during teacher orientation. The purpose of the visit is to encourage teachers to adopt the revised TOP implementation plan.
- Annette Carrington and Tekola Fisseha met with State consultants to discuss the contract addenda for the Adolescent Pregnancy Prevention

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Program (APPP) grant. The Division of Health Education has received five-year funding from the APPP to support its teenage pregnancy prevention effort.

- Together Everyone Accomplishes Something (T.E.A.S) participants are now taking Baby Think It Over, an infant simulator, and the Empathy Belly, pregnancy simulator, for the weekend. Comments received from the teens regarding the simulators were very interesting. The Division plans to print the comments on the Messenger, the quarterly Health Department newsletter.
- The Fatherhood initiative “Male Parenting” Round Table meeting was held on June 29, 2000. Six agencies were represented. Plans for the future include the development of a resource directory and holding regular classes at TROSA and Butner.
- Jennifer Woodward attended the Healthful Living Institute 2000 held in Hickory, NC. The focus of the institute was comprehensive school health education. The experience provided an opportunity for Durham school personnel and various community/government agencies to collaborate on issues regarding child wellness. Sessions offered included school health programs, Youth Risk Behavior Survey, abstinence education, violence prevention, STD trends, etc. The Durham participants decided to meet on a continual basis in order to address health and wellness issues in Durham Public Schools. The first meeting will be in October.

GENERAL HEALTH SERVICES CLINIC

BCCCP/Adult Health Screening Program

- 10 women were screened in the BCCCP program
- 246 persons were screened for domestic violence
- 180 persons were screened for hypertension
- 2 person screened for diabetes

Communicable Disease Screening

- 495 persons were screened in the STD clinic
- 426 persons were screened for HIV: 235 persons were tested in the Health Department, 161 were tested at LCHC, and 14 were tested in the Durham County Jail. 16 were tested in the HIV Testing and Counseling Outreach Day. There was 1 positive test.
- HIV Testing Day Outreach June 24. The Few Gardens and Fayetteville Street communities were targeted. Health Education was in charge of the coordination of the outreach. Community groups assisted. The focus of the outreach was education. 16 persons were tested for HIV and for syphilis. None were positive.
- 557 persons were given Tuberculosis skin tests
- 8 persons were started on TB prevention program
- 23 persons had chest x-rays for TB control

Reportable Diseases

- Dog Bite Investigations: 6
- Hepatitis A: 1
- Hepatitis B, acute: 1
- Hepatitis B, carrier: 2
- Lyme Disease: 1
- Malaria: 1

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- Salmonellosis: 2
- Tuberculosis: 4
- Immunizations given: 474
- Immunization outreach clinics: 3

Laboratory

- 5,826 tests performed. Laboratory staff continues to work under duress performing far more tests per FTE than recommended. Fred Leeds has resigned as Laboratory Supervisor to take a position with Lab Corp for substantially greater compensation. The low salary range in comparison to other community providers continually hampers recruitment of Laboratory staff. A request for a salary survey comparing local private and public Laboratory Director and Laboratory Technician positions is being developed.

Pharmacy

- 2,964 prescriptions were filled.

Tuberculosis

- Monthly tuberculosis screening in the jail for the month of June resulted in a much higher number of positive tests than previous months. Coincidentally, a known untreated patient with active pulmonary tuberculosis was incarcerated in the Durham County Detention Center in February. He was using an alias name. A new case of tuberculosis was reported and it was discovered that the two were the same. The patient, a public health violator, is currently incarcerated at the State prison hospital.

An epidemiological study revealed the inmates who were exposed in the jail. A PPD skin test was given to each of the inmates who remained in jail. A total of 497 inmates were tested. Fifty-five were PPD positive. 57 released inmates have been sent letters urging them to come to the Health Department for testing. All inmates with positive PPDs had negative chest x-rays. To reduce the health risk of all employees, TB testing clinics are in progress for all personnel in the Durham County Sheriff Department. To date, no new cases have been reported from this exposure.

NURSING DIVISION

School Health

- Elementary School Nurses completed the data-gathering phase of the two-year Asthma Management Research Project at the end of the school year. The following outside support was received in the implementation of the Asthma Management Project over the past two years:
 - **Glaxo Wellcome** contributed \$1,000 plus 100 peak flow meters and spacers.
 - **Durham Merchants Association** gave a \$2,500 grant for the purchase of spacers.
 - **Key Pharmaceutical** gave 100 Inspirease spacers.
 - **Dr. Bill Koch, Bio-Statistician at UNC School of Public Health**, assigned graduate students to assist in initial data analysis.

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- **Dr. Jean Goeppinger, UNC School of Nursing**, offered her professional Research expertise and supervised 3 nurse practitioner students assigned to the Project.
- **Durham Regional Hospital Print Shop** printed 200 student workbooks and tests and 200 staff education packets and tests.

The following support has been promised for the 2000-2001 school year:

- **Glaxo Wellcome** will contribute 100 peak flow meters, spacers, and placebo inhalers for working with 4th graders with asthma.
 - **Dr. Koch, UNC SPH**, will continue to provide a graduate student to assist in data analysis.
 - **Dr. Goeppinger, UNC SN**, will continue to offer her professional research expertise and supervise any nurse practitioner students assigned to the project.
 - **DRH Print Shop** will print another 100 student workbooks.
- Hayley Mark, former school nurse who is now a graduate student at the University of Pennsylvania, had a poster session accepted for presentation at APHA in November in Boston. The poster describes our use of volunteer RNs for the Sixth Grade Immunization Clinics that are held on site at school.

Child Health Program Events

Linkages to Families

- Veronica Gray, RN, began work as a Public Health Nurse I in the Linkages project on June 6. The Linkages staff is now focusing on enrolling low-income women who do not have Medicaid. This includes Hispanic women who can speak some English.
- The Department was notified that both the NC House and Senate have passed bills related to Medicaid that will not allow increased Medicaid funding for Intensive Home Visiting projects such as Linkages. Intensive Home Visiting projects have demonstrated a reduction in child abuse, number of months that women receive welfare benefits, and juvenile crime. Only Durham County is currently allowed to bill Medicaid at \$85 per visit. Other counties with such projects have had state grant funds, which expire this year. The plan had been that all counties, including Durham, would move to Medicaid funding at the rate of \$120 per visit.

As proposed, the Senate and House legislation would make intensive home visiting billing for other health departments impossible. We have been told that Durham's billing codes are still intact and we can continue to bill, but we are billing at a rate of at least \$35 per visit below our cost. The staff will continue to see caseloads that are higher than the recommended standard in order to recover staff costs. This approach will not be as effective as the other intensive home visiting models because of the decreased amount of time spent with each family.

Child Care Health Consultation

- RNs Norma Peaks and Camellia Seabrook joined Kathy Jackson, RN as Child Care Health Consultants, part of the Durham's Partnership for Children grant. This completes the RN recruitment for the project, and will allow consultation services to serve more childcare centers. An

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opening remains for a part-time nutritionist and a clerical support position to complete Project staffing.

The goal of the Project is to provide intensive consultation to 45 centers in the next fiscal year, and lower-level consultation to all those centers that request it. The ChildCare Health Consultation staff works closely with community agencies such as Child Care Services Association, HeadStart, Durham Technical Communication College, and the Durham Exchange Club's ECHO project. The Health Department's Environmental Health Division and Health Education Division also work closely with the Project.

Family Planning

- Contract Obstetrician/Gynecologist Dorothy Linster provided additional clinic coverage for the Family Planning Clinic while Margaret Smith; FNP was on vacation from June 19th through July 4th. A Family Nurse Practitioner, Anne Skaife, has been hired for the Clinic. She will begin on July 24, 2000. The Family Planning Clinic will then be fully staffed.

Home Health

- The in-home aide staff continues to be busy with patient visits. Department of Social Services staff conducted an audit of in home aide services June 29, 2000. The agency was commended for the well kept personnel records and the current training for the aides. The contract for services with DSS will be renewed at the current rate of \$12.72 per hour.

There were nineteen home health referrals in June including three infants. Five of these were patients with no reimbursement source. Final statistics for June and fiscal year-end have yet to be compiled.

Neighborhood Nurse - Few Gardens Housing

- Kerry Smith, RN had 1 initial contact and 132 encounters in June.
- Kerry presented on "Coping with Stress" and "Choosing Childcare" at Golden Belt.
- Kerry participated in the HIV Outreach Initiative organized by Health Education Division.
- Kerry participated in the African-American Grandparents' Group (organized by NCCU) at Edgemont Community Center.
- Kerry participated in "Weight Management Initiative" with Nutrition Division's Abdul Lindsay.
- Kerry distributed car seat information and Fire Safety handouts from Safe Babies to the residents.

Neighborhood Nurse - Fayetteville Street Housing

- Ann Milligan, RN had 22 initial contacts and 323 encounters.
- Ann assisted NC Central University Center on Minority Aging with planning a health fair for the housing development on June 24th. Topics included adult health, diabetes, hypertension, Medicaid, asthma, child health and dental insurance information. She also drew

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blood at the HIV/Aids Outreach Initiative sponsored by the Health Department at the housing development the same day.

- Ann was notified by Chick-Fil-A on Roxboro Road that a free car seat give away would be held on Saturday July 1, 2000. Ann made flyers and distributed them to appropriate staff and areas. She also distributed information about car seats through the Welcome Baby program in Lakewood Shopping Center.
- A local church wanted to provide school supplies for 75 families in the Fayetteville Street Development. Ann was contacted to facilitate this project. She contacted the residents for permission before giving their names to the church. There will be many smiling faces (parents and children) as a result of this collaboration.
- Ann continued to promote the importance of education for the residents. To date Ann signed up 20 people for the GED Program. One person is a success story for Ann. This 23-year old single mother of three completed the GED. Ann is seeking a reward for this accomplishment. She believes in motivating and rewarding the people she works with in the development and is innovative in finding resources.

Maternal Health

- North Carolina Central University is again host to the National Youth Sports Program. This model program offers a safe productive environment during summer break to students from the ages of 10-16 years. Several Program staff assisted with the screening process for summer camp enrollment on Saturday June 23 from 8:00 a.m.-1:00 p.m. Linda Ettson, MOW, Sharon Swain, RN and Chinauwa Crespo, RN assisted with the registration process.
- A "Raise a Reader" Workshop was held during the Parenting/Childbirth Classes. Durham County Library's Karlene Fyffe presented valuable information to parents on the importance of introducing books and reading to the unborn infants and young children. The session was well attended and each parent received two (2) free books.
- Elisabeth Palmer attended an evening support group at Herndon Road Clinic on the incident of "Postpartum Depression." Duke Clinical Social Worker Bill Myers facilitated this group. The primary focus was to offer support to the family of a young mother who committed suicide after a diagnosis of postpartum depression.
- Baby Love Social Worker Suzanne Hayes offers support group sessions monthly to prenatal patients. She used her own funds to buy pizza and sodas for the group in June.

Jail Health

- On June 14, during a routine tuberculosis screening in the jail health program, 87 inmates were tested and 24% (21) tested positive. The findings were immediately reported to Dr. Stratton. A medical plan (i.e., chest x-rays, liver function studies and initiation of drug therapy) was set into action. Within the week, assisted by the staff in the General Health Services Clinic, the inmate with infectious TB who had been housed in the jail for ten days was identified. An outstanding warrant issued for this person for a Health Law was enforced with

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assistance from the Durham County Sheriff Department. The inmate was placed into protective custody and treated.

- Jail Health personnel participated in Department's efforts to eradicate German measles. A total of 46 MMRs were given to Hispanics inmates.
- Becky Scaggs, Jail Health Supervisor and Roberta Funck, Physician Extender worked with Phillip Price, Director of Clinical Rotations for Duke Physician Assistant Students, to utilize the Jail Medical Unit as a site for part of clinical rotation. Initially, this will be included as a part of their general Health Department rotation, but later may be designated as a separate clinical rotation.
- Two new nurses joined the Jail Health Staff on July 3rd. They are Claudine Smith, R.N, and Blanca White, L.P.N.

NUTRITION DIVISION

Clinical Nutrition Services

- Received 62 referrals for nutrition counseling during the month of June. Primary referral sources were Lincoln Community Health Center, Duke Pediatrics and Family Medicine, the Durham Center, Child Service Coordination staff and local practice groups.
- Field-tested patient education materials for children with special needs for the State Department of Health and Human Services.
- Met with Duke High Risk OB Clinic management personnel regarding billing non-Medicaid-sponsored clients for nutrition services. Made contacts with health maintenance organizations and insurance companies to initiate the process that will enable the Health Department to bill for medical nutrition therapy services.

DINE for LIFE Program

- Initiated nutrition and physical activity services in Burton Elementary School as part of the DINE for LIFE program expansion plan. Six classes reaching 55 kindergarten through second graders enjoyed classroom lessons during the month of June in the school's summer program.
- Conducted an end of the school year evaluation of the DINE for LIFE school component. 350 children were included in the sample. Comparing the pre and post evaluation questions on nutrition and physical activity, responses showed an increase in knowledge and/or positive behavior changes for all questions. An Access data file was created to store the pre and post evaluation data for easy retrieval and data analysis.
- School Nutritionists are developing plans and securing resources for 2000-01 school year nutrition and physical activity programming. Work tasks included developing nutrition and physical activity series curricula, planning school-wide campaigns, and revising current lessons and evaluation tools.

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- Displayed an informational exhibit on the DINE for LIFE program at the Southeastern Regional USDA Food Stamp Conference in Savannah, GA at the invitation of the NC Nutrition Network and USDA. Besides attending educational sessions at the conference, the conference provided opportunities for networking about DINE with the Durham Food Stamp Office personnel also attending the conference.

Community Activities

- Two food safety classes for 47 participants in the Department of Social Services parenting classes.
- A class entitled “Lose Weight and Feel Great” for community residents at the Few Gardens Edgemont Community Center. Physical activity and healthy food choices were the topics of discussion.
- A nutrition/physical activity session for seven clients participating in The Durham Center Substance Abuse Recovery program.
- A health fair planning committee meeting at the Golden Belt complex, a site that provides a wealth of resources and networking opportunities for community outreach.
- Met with the Durham County Interim Food Stamp Program Director to continue building agency partnerships with the community DINE for LIFE component. At the Director’s request, the nutritionist returned for a staff meeting and oriented 70 Food Stamp personnel to the DINE program and its objectives.

Public Awareness Campaign/Media

- Completed the Spanish version of the bus advertisement/poster recommending women take a multiple vitamin with folic acid to help prevent birth defects. The Department Folic Acid Committee will provide posters to various health agencies and business/community sites with Spanish speaking clientele. This poster will be in the next group of posters to be displayed in the DATA buses.

Professional Development

- The North Carolina in Motion conference, which introduced “Be Active North Carolina” program goals and objectives. The conference included education on physical activity, current trends and statistics from North Carolina, and tips on community mobilization and grassroots change related to environmental challenges.
- The Minority Health Research conference held in Chapel Hill.
- The 8th Annual Healthy Living Institute in Hickory, NC. The NC Department of Public Instruction, the NC Department of Health and Human Services and the Alliance for Health, Physical Education, Recreation and Dance sponsored the Institute. A team from the Health Department and Durham Public Schools represented Durham County at the statewide event.
- A Complimentary and Alternative Nutrition in Pediatrics teleconference at Durham Technical Community College. The University of Alabama Department of Pediatrics, US DHHS Maternal and Child Health Bureau, and NC DHHS Division of Public Health sponsored the conference.

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- The third training session of Pediatric Nutrition Course, sponsored by the Women's and Children's Health Section of the NC Department of Health and Human Services.
- A training session on Winner's Circle (formerly Bistro), a statewide program that encourages local restaurants to highlight healthy choices on their menu or to alter their recipes to meet US Dietary Guidelines. The Nutrition Division will introduce this program in Durham County in partial fulfillment of the State Health Promotion Contract Addenda.
- The Social Marketing in Public Health Conference in Clearwater, Florida. Stephanie Howard received a \$1,000 scholarship from the North Carolina Nutrition Network to attend this conference. Many objectives in the DINE for LIFE program plan include social marketing of nutrition and physical activity messages. This "how-to" conference provided guidance and tools to increase our effectiveness in developing customized messages to reach target populations.

Meetings Attended

- Staff from the Nutrition Division attended the following meetings:
 - Infant Mortality Task Force
 - North Carolina Folic Acid Council
 - Durham Community Health Network staff meeting and retreat
 - Durham Coordination of Referrals & Eligibility Committee (CORE)
 - Durham Council for Infants and Young Children
 - Breastfeeding Support Network.
 - North Carolina Dietetics Association Board Meeting
 - Avriendo Puertas
 - NC Nutrition Network Nutrition Education Committee

ENVIRONMENTAL HEALTH DIVISION

General Inspections Section

- Food and Lodging staff worked hard to fulfill mandated inspection requirements. Total inspections for the last quarter of the fiscal year increased 12% above the average, bringing inspection compliance for FY 00 to 80%, a marked increase over FY 99's 68%.
- Numerous staff provided excellent coverage for the permitting and monitoring of temporary food stands at the annual Eno Festival.

Water and Waste

- Demands for services related to wells and septic tanks were directly proportional to the increased outdoor activity for most people in the spring and summer. Site and soil evaluations, sewage related consults and well site consults increased 44% above the quarterly average. For two months during the quarter, the section had a vacant position, but staff worked very well as a team to provide expeditious service.
- All public swimming pools received their permitting inspection in a timely fashion while staff accomplished 225 inspections and visits during the quarter.
- Recruitment continues for an Environmental Health Specialist for the Water & Waste Section.

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DENTAL DIVISION

- The Dental Division continues to open ten or more new charts daily. This is believed to be the result of pent up demand in the community (more than 15,000 children eligible for dental treatment through Medicaid or Health Choice) now that the Division has increased its capacity to treat needy children. During the month of June the Division provided treatment for 193 patients. Many of these patients were new. When parents apply for services for their children and we open new charts, the child is rarely seen that day. Frequently, the first appointment is several weeks later.

HEALTH DIRECTOR'S OFFICE

- Recruitment for the Local Health Administrator I position (Chris Burr's replacement) is now complete. Six qualified candidates were invited to a first round of interviews for the position. One candidate withdrew his application. Two candidates were invited back for a daylong schedule of interviews with the Division Directors. Marcia Walker, a long time Health Department employee, was the unanimous selection of the Leadership Team. Marcia brings a wealth of experience, maturity, and professional focus to this important Leadership Team position.

As the Local Health Administrator I, Marcia will be responsible for managing the resources and activities that support our operating divisions. Some of the functions that Marcia will manage include building maintenance, information management, billing, accounts payable, accounts receivable, and revenue & expense budgeting, among others. In the very near future Marcia will assume management responsibility over Central Intake. Planning for this transition will begin immediately.

- The Fiscal Year 2000-2001 budget has been finalized. The Health Department's expense budget is set at \$13,155,428; an increase of 7.5% over the FY 2000 adopted budget of \$12,230,487. The requested expense budget was \$14,755,151. The majority of the increase is attributed to new revenue opportunities either through fee restructuring, new grant programming or expanding existing services.

The revenue budget for FY 2000-2001 was set at \$4,736,415, an increase of 13% over FY 2000's \$4,205,813 revenue budget. This year's revenue budget is ambitious and will require a more aggressive approach to identifying revenue generating and collection opportunities.

All new positions identified with new revenue sources were approved as requested. A Processing Assistant III position funded through the recently approved Environmental Health fee restructuring was approved as a result of our budget hearing with the Commissioners. The position was initially not approved in the recommended budget. Commissioner Reckhow lobbied for approval of this position during the budget hearings.

- A series of meetings were held for a task force to consider the July 1, 2000 conversion to CPT coding for fee for service Medicaid billing.

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The goal of the task force was to establish fees, which will generate sufficient Medicaid revenue to equal FY 2000's income levels from Medicaid. A great deal of time and effort was necessary to convert to fee for service CPT billing from our traditional bundled public health billing procedures.

- Progress is being made regarding the publication of the 1999 Annual Report. Expectations are that the report will be published before the end of the first quarter of FY 2000-2001.
- Attended the inaugural Stand for Children Symposium. Court systems from Kansas City and San Diego presented their innovative approaches to expediting child placement decisions through a Family Court process. The goal of family re-unification is an important element in both systems. The driving characteristic of the Family Court concept is, however, to establish a stable home environment for the child. Many families struggle with drug addiction and are not able to care for their children. Expediting the final placement decision is the overarching goal of the projects.
- Attended a follow-up meeting regarding statewide efforts to control the spread of Rubella. No significant progress has been made at the state level to develop an effective strategy to slow down the epidemic. A letter appealing to area employers to work with the Durham County Health Department to immunize their employees was sent to the News & Observer and Herald-Sun as an op-ed column request. To date, it has not been published. Follow-up contact to both newspapers has been initiated. A letter from the Health Department to Durham hotels/motels was distributed and resulted in the scheduling of several outreach clinics.
- Attended a Special Needs Shelter set up practice test run that utilized the new shelter trailer. This trailer has all of the equipment (cots, mattresses, etc.) needed to quickly establish the Special Needs Shelter. The current location of the shelter is Githens Middle School. It became apparent very early in the exercise that manpower from General Services would be necessary to unload and set up the equipment. Mike Turner, Director of General Services, has committed his staff to assist us in this process.
- Attended the North Carolina Ecology Symposium, an update of the various environmental challenges facing NC. The State Auditor announced at the conclusion of the meeting a new initiative to inventory and evaluate the nature and sources of water resources in North Carolina.
- Attended the Carolina Access II year end meeting where data was presented relating to activities of the project during FY 99-00. The Health Director from Forsyth County, his staff, and an administrator from Wake Forest University Baptist Medical Center came to the meeting to obtain first hand information about the lessons that Durham learned in developing and implementing the Durham Health Network.

CLOSED SESSION. A motion was made by Ms. Reckhow and seconded by Dr. McHugh that the Board moves from a Regular Meeting

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[NCGS 143-318.11(c) into Closed Session [NCGS 143-318(a)(6)] to discuss a personnel matter.

Following the Closed Session, Ms. Reckhow made a motion to reconvene the Regular Meeting. The motion was seconded and approved with no dissenting votes.

A motion was made to adjourn the meeting. The motion was seconded and approved unanimously.

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William H. Burch, R.Ph., Chair	Brian E. Letourneau, Health Director